



CITY OF LONG BEACH

DEPARTMENT OF LONG BEACH ENERGY



PROMOTIONAL/TRANSFER/TRANSFER FOR TRAINING OPPORTUNITY (Open to Permanent City Employees Only)

GARAGE SERVICE ATTENDANT I

(\$12.850 - \$17.563)

Long Beach Energy, Fleet Services Bureau, Maintenance Division has two immediate openings for permanent/full time Garage Service Attendants I.

EXAMPLES OF DUTIES:

- Supplies vehicles with fuel, oil, air and water; lubricates all types of power equipment;
- Makes minor repairs and adjustments; replaces light bulbs and fuses;
- Replaces and repairs tires and tubes; examines, charges and replaces batteries;
- Maintains and repairs gutter and street brooms;
- Cleans and washes vehicles; cleans shop areas and repairs equipment;
- Assists mechanics and other trade persons on assigned jobs;
- Delivers vehicles to various locations;
- Observes all safety rules and regulations;
- Operates a fork lift;
- Utilizes computerized job tracking and billing system;
- Performs other related duties as required.

REQUIREMENTS:

- Valid California motor vehicle operator's license;
- Ability to work shifts, weekends, holidays, overtime and callback as required;
- Possession of a positive customer service attitude;
- Ability to exercise tact, judgment and patience in assisting department customers;
- Willingness to learn trade and to utilize Fleet database system.

DESIRABLE QUALIFICATIONS TO TRAIN:

- A working knowledge of tools, equipment, materials, and procedures used in the preventive maintenance, adjustment, and minor repair of vehicles and motorized equipment;
- A working knowledge of fuel, ignition, electrical, cooling and, braking systems;
- Vocational training at an accredited institution in Auto Mechanics or related field.

SELECTION PROCEDURE: Candidates are requested to send a letter of interest and resume to:

Long Beach Energy
Personnel & Training Division
Attn: Nerlita Grassi
2929 E. Willow St.
Long Beach, CA 90806

Resumes will be accepted until the position is filled. Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. EQUAL OPPORTUNITY EMPLOYER. This information is available in an alternative format by request to the Payroll/Personnel Office at 570-4683.